

**BY ORDER OF THE COMMANDER  
434TH AIR REFUELING WING**

**434TH AIR REFUELING WING  
INSTRUCTION 21-110**



**13 NOVEMBER 2013**

***Maintenance***

***FLYING SCHEDULE COORDINATION***

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Colonel Paul A. Weimer)

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance* and in Air Force Instruction 21-101, *Aircraft and Equipment Maintenance Management*. This instruction establishes procedures and responsibilities for aircraft maintenance debriefing and is applicable to all 434 Air Refueling Wing (ARW) personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from field through Major Command (MAJCOM) publication/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>. The use of the name or rank of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

This is the initial publication of 434 Air Refueling Wing Instruction 21-110 (434ARWI 21-110), *Flying Schedule Coordination*.

**1. Flying Schedule Coordination Instructions:**

1.1. An automated (Air Force) AF Form 2407 (*Weekly/Daily Flying Schedule Coordination*) is authorized.

1.2. The weekly schedule developed by Plans & Scheduling (P&S) becomes the final planning guide for both operations and maintenance and is the basis for deviation reporting

after it has been reviewed and signed by the Operations Group (OG)/Commander (CC) and Maintenance Group (MXG)/CC, and committed in the Patriot Excalibur Program (PEX) by the Chief, Mission Development (DOTO) scheduling representative. The weekly schedule is to be followed as printed or amended by AF Form 2407 after it has been published prior to 1200L Friday, preceding the start of the following week.

1.3. Air Force Reserve Command (AFRC) requires an AF Form 2407 be initiated, coordinated and filed when there is a change to the weekly schedule affecting tail numbers, take-off and landing times of more than 15 minutes, fuel load changes, receiver changes, configuration, destination changes, plus all added or cancelled sorties. Changes to more than one sortie may be documented on the same form.

1.4. The agency requesting the change will initiate the AF Form 2407 with specific change information and forward it for coordination through required agencies, Maintenance Group Production Superintendent (Pro-Super), Maintenance Operations Control (MOC), P&S, Command Post (CP), Operations Scheduling Representative at DOTO, through the use of digitally signed e-mails with the completed form attached. Pro-super represents and coordinates as necessary with Aircraft Maintenance Squadron (AMXS) and the Maintenance Squadron Maintenance operations and in conjunction with Maintenance Operations Center (MOC) will coordinate as necessary to ensure POL and MSL support. Operations Scheduling Representative and Command Post will handle necessary coordination with Operations Officer and Operations Group.

1.5. The agency that initiated the change will ensure all affected parties are notified. Please refer to attached example AF Form 2407 provided (Attachment 2).

1.6. Pro Super will authorize interchanges between aircraft that were scheduled for flight. Pro Super will initiate the AF Form 2407 with complete information and forward it via electronically signed e-mail through the following agencies in this order: Pro-Super/MOC; Command Post/Operations Scheduling Representative at DOTO; P/S&D; 434 MXG 2407 Validation.

1.7. Operations Scheduling Representative at DOTO will initiate operational changes by completing an AF Form 2407. The AF Form 2407 is available on the forms and reports navigation bar; forms folder in the PEX. Notify all affected parties by electronically signed e-mail with a completed AF Form 2407 attached in the following order: Operations Scheduling Representative at DOTO; Pro-Super/MOC; Command Post; P/S&D; 434 MXG 2407 Validation.

1.8. Completed AF Forms 2407 will be placed in an organizational mailbox (434 MXG 2407 Validation) by initiating party after all coordination's have been received by electronically signed emails. MOC and Analysis will have access to the organizational mailbox for filing and reporting purposes.

1.9. After coordination, a copy of the AF Form 2407 is filed in the MOC and disposed of IAW the Air Force Records Information Management System (AFRIMS). The MOC will

ensure Analysis receives all AF Form 2407s for deviation accounting.

DONALD P. BUCKLEY, Colonel, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFRCI 21-165, *Aircraft Flying and Maintenance Scheduling Procedures*  
AFI 21-101/AFRC Sup 1, *Aerospace Equipment Maintenance Management*  
AFPD 21-1, *Air and Space Maintenance*

***Adopted Form***

AF Form 2407—Weekly/Daily Flying Schedule Coordination

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFRC**—Air Force Reserve Command  
**AFRIMS**—Air Force Records Information Management System  
**AMXS**—Aircraft Maintenance Squadron  
**ARW**—Air Refueling Wing  
**ARWI**—Air Refueling Wing Instruction  
**CC**—Commander  
**CP**—Command Post  
**DOTO**—Chief Mission Development  
**IAW**—In Accordance With  
**IMT**—Information Management Tool  
**MAJCOM**—Major Command  
**MOC**—Maintenance Operations Control  
**MSL**—Maintenance Supply Liaison  
**MXG**—Maintenance Group  
**MXGOI**—Maintenance Group Operating Instruction  
**MXS**—Maintenance Squadron  
**OG**—Operations Group  
**OPR**—Office of Primary Responsibility  
**P&S**—Plans and Scheduling  
**P/S&D**—Plans Scheduling and Documentation  
**PEX**—Patriot Excalibur Program

**POL**—Petroleum, Oil, Lubricants

**RDS**—Records Disposition Schedule

***Terms***

**PRO-SUPER**—Production Superintendent